

A Space Program For:

The State of Michigan
Department of Environmental Quality
Department of Natural Resources

Facility Consolidation
Bay City

Prepared By:

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March 17, 2006

APPROVAL OF SPACE PROGRAM

The space program contained in pages 3 through 10 of this document, totaling 43,115 usable square feet, has been developed through stakeholder input by the Department of Environmental Quality (DEQ), the Department of Natural Resources (DNR), and by the Department of Management and Budget, The Staubach Company, and Ghafari Associates as required to determine the project needs. The purpose of this document is to outline the agencies needs in sufficient detail so that this project may be submitted for approval and execution.

By signing below, the agency acknowledges that they have reviewed the attached space program and approve it in order to move forward with the associated project. The agency further acknowledges that it represents to the best of their knowledge, the total space requirements for the project.

For the Department of Environmental Quality:

Printed Name: _____ Title: _____

Signature: _____ Date: _____

For the Department of Natural Resources:

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Executive Summary:

The following space program reflects the needs for a combined facility for select functions within the Department of Environmental Quality (DEQ) and Department of Natural Resources (DNR). The purpose of this document is to articulate the detailed space requirements to support a consolidation of the various functions from around the greater Bay City area. This space program supersedes an earlier document dated January 4, 2006.

Program Goals:

In the development of the space program, a number of goals were established. In brief, the key goals include:

- To consolidate the functions to one facility.
- To address the diverse space needs of the building users.
- To identify ways of reducing space requirements through shared building amenities.
- To obtain Platinum LEED certification for the building and site as defined by the U.S. Green Building Council.

Building Amenities:

Department of Environmental Quality (DEQ)

DEQ anticipates maintaining a staff of approximately 79 in a completely open office environment. In addition to a standard office environment, DEQ will require a number of special building amenities including a small laboratory, GIS station, and a high-density filing area.

DEQ will receive a number of visitors each day, and will require a lobby and waiting area to accommodate visitor traffic. The lobby will also require a small conference area to facilitate ad-hoc meetings with visitors. DEQ will require a window off of the lobby to receive visitors. The lobby should be secured from the rest of the office staff by a swipe card or through some other electronic means. Further, a video observation system should be provided in the lobby area.

A large conference area will be required for internal meetings, which may be sub-divided via a moveable partition or opened up for very large meetings. This conference area, along with a break room and other employee amenities, may be shared with staff from other agencies within the building.

DEQ will require a significant amount of enclosed storage on the site for specialty equipment such as nets, waders, shovels, and the like. This storage will require vehicular access for boat and other large equipment storage. In addition, approximately 25 State owned vehicles will be parked on the site.

Department of Natural Resources (DNR)

DNR anticipates maintaining a staff of approximately 20 individuals in a completely open office environment. In addition to the standard office environment, typical employee amenities will be required, such as conference and break areas. These may be shared with other agencies located within the building.

DNR will require a reception window off of the lobby for visitors. Visitor amenities, such as conference room(s) in the lobby can be shared with DEQ. DNR will also receive visitors arriving for animal checks, requiring convenient visitor access to a storage area away from the office environment.

Like DEQ, DNR requires a significant amount of both yard and enclosed storage. The DNR storage area will require overhead doors with vehicle bays for storage of boats and other specialty vehicles. Storage and special area requirements are outlined in detail on page 14 of this space program.

General Office Requirements:

Interior finishes are to be provided in accordance with the State of Michigan Minimum Design Standards Section 2.9. Soundproofing is to be provided in accordance with the State of Michigan Minimum Design Standards Section 2.8. All enclosed offices are to be designed to Class C1. The open workstations are to be designed to Class C2. Conference and Training areas are to be designed to Class B1.

SPACE REQUIREMENT BY DEPARTMENT

TOTAL USABLE SQUARE FOOTAGE **43,115**

Space Number	Department Name	Usable S.F.	Comments
1	DNR Office Space	2,880	
2	DNR Support Spaces	477	
3	DEQ Office Space	14,221	
4	DEQ Support Spaces	549	
5	Common Facility Areas	3,811	
6	DNR/DEQ Storage & Warehousing	21,176	
7	Site Requirements	N/A	

DNR Office Space

Total Net Square Footage 2,016
Net to Usable Factor 70%
Total Usable Square Footage **2,880**

Space Type	Number Required	Net S.F.	Total Net S.F.	Comments
Supervisor	4	100	400	
Professional Staff	16	80	1,280	Includes growth for approximately 9 individuals.
Small Conference	1	120	120	NOTE: Large conference area shared with DEQ. See common areas.
Miscellaneous Unassigned Filing Area	1	180	180	
Copy / Fax / Printer Area	1	36	36	

DNR Support Spaces

Total Net Square Footage 334
Net to Usable Factor 70%
Total Usable Square Footage **477**

Space Type	Number Required	Net S.F.	Total Net S.F.	Comments
Evidence Room	1	150	150	Secure storage for evidence and law enforcement ordinance. Must be break-in resistant.
Mail Room	1	120	120	
Office Supplies & Storage	1	64	64	

DEQ Office Space

Total Net Square Footage 9,955
Net to Usable Factor 70%
Total Usable Square Footage **14,221**

Space Type	Number Required	Net S.F.	Total Net S.F.	Comments
Supervisor	6	100	600	
Professional Staff	63	80	5,040	No enclosed offices in the DEQ facility.
Administrative Staff	8	80	640	
Growth Staff	6	80	480	
Office of Criminal Investigations	1	250	250	Enclosed area to house 2 investigator staff in cubes. Requires filing and radio base station.
Miscellaneous Unassigned Filing Area	1	600	600	To accommodate 100-150 filing cabinets.
High Density Filing Area	1	640	640	Minimum of 160 pounds / square foot loading.
FOIA Filing & Reference	1	250	250	Locate off of / near lobby for public access.
Samples Laboratory	1	250	250	Provide acid resistant countertops & drains, sink with fume hood, ice maker, emergency shower, freezer & refrigerator, fire-proof cabinet, and double doors. Area should be kept under negative pressure.
Small Conference	2	200	400	To accommodate approximately 10 people. NOTE: Large conference area shared with DNR. See common areas.
GIS Workstation	1	200	200	With computer and plotting equipment.
Flat File Area	1	125	125	For approximately 5 flat files.
Copy / Fax / Printer Area	4	80	320	
Technical Library	1	160	160	In open office environment.

DEQ Support Spaces

Total Net Square Footage 384
Net to Usable Factor 70%
Total Usable Square Footage **549**

Space Type	Number Required	Net S.F.	Total Net S.F.	Comments
Mail Room	1	120	120	
Office Supplies & Storage	1	64	64	
Shower Area	2	100	200	Men's and Women's shower areas. Locate near storage area and restrooms.

Common Facility Areas

Total Net Square Footage 2,668
Net to Usable Factor 70%
Total Usable Square Footage **3,811**

Space Type	Number Required	Net S.F.	Total Net S.F.	Comments
Shared DNR/DEQ Public Lobby				
Lobby / Waiting	1	300	300	To accommodate approximately 15 visitors.
Receptionist's Station	2	120	240	One receptionist's window for DNR and one for DEQ.
Visitor's Restrooms	2	80	160	
Visitor's Conference	2	100	200	
Large DNR/DEQ Conference	1	800	800	Consider sub-dividing with a movable partition. Consider shared large conference area with RICC.
DNR/DEQ Break Room	1	250	250	With refrigerator, sink, microwave, and seating. Consider shared break area(s) with RICC.
Voice / Data Closet(s)	2	120	240	Number varies with building configuration. Consider shared Voice & Data Closet(s).
Vending Area / Concessions	1	250	250	Commission for the Blind concessions area. Verify requirement and concessions offerings. Vending only assumed in this space program.
Janitor's Closet	2	64	128	Number varies with building configuration.
Recycling Room	1	100	100	

DNR/DEQ Storage and Warehousing

Total Net Square Footage	18,000
Net to Usable Factor	85%
Total Usable Square Footage	21,176

Space Type	Number Required	Net S.F.	Total Net S.F.	Comments
DEQ Warehouse & Garage Area	1	2,000	2,000	Requires overhead door for boat and car/truck access. Minimum of 10' unobstructed clearance.
DNR Warehouse & Garage Area				
Wildlife Storage	1	1,500	1,500	Radiant heat. With electrical connections, water access, and a buzzer system for drop off of specimens.
Wet Lab Area	1	500	500	Equipped with fume hood, compressed air, network and phone access. Air conditioned space.
Shop Maintenance Area	1	3,500	3,500	Ventilated space with radiant heat and dust collection. Provide 220v access, phone lines, compressed air, and floor drain. Air conditioned space.
Cold Storage Area	1	1,800	1,800	Provide overhead door, phone lines, 220v access, compressed air, and water access.
Large Equipment Storage	1	2,700	2,700	Provide two overhead doors for boat and trailer access. Provide 220v access, phone lines, compressed air, and water access.
Law Division Equipment Storage	1	6,000	6,000	Provide six overhead doors for vehicle access. Provide radiant heat and electrical service.

Note: See DNR Storage Needs Diagram for more information on these requirements.

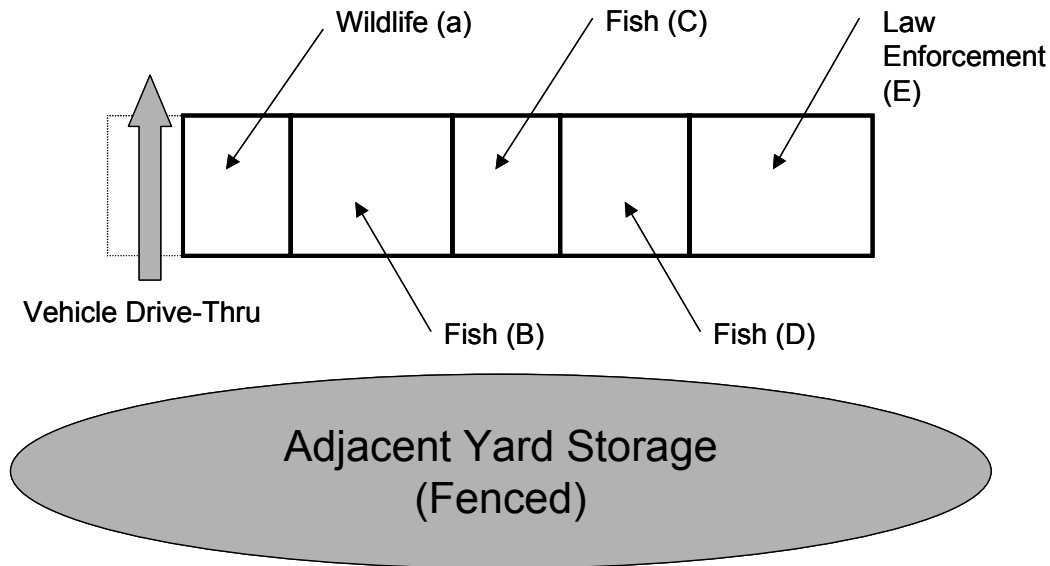
Site Requirements

Total Net Square Footage
 Net to Usable Factor
 Total Usable Square Footage

N/A
 N/A
 N/A

Space Type	Number Required	Net S.F.	Total Net S.F.	Comments
DNR Staff Parking	20	360	7,200	
DEQ Staff Parking	80	360	28,800	
Visitor Parking	40	360	14,400	
State Vehicle Parking	25	360	9,000	
Outdoor DNR Work Area	1	30,000	30,000	With site lighting. Approximately one-half of the area should be paved. Provide 2" water service. Area must be fenced.

DNR Storage Needs Diagram



Wildlife Storage Requirements (a):

- ☐ Requires public vehicle access for drop off of specimen animals with buzzer.
- ☐ Floor drain & Water.
- ☐ Overhead door for vehicular access.
- ☐ Electrical outlets.
- ☐ Radiant heat.

Fish Storage Area (B):

This storage component consists of Wet Lab Area & Shop Maintenance Area.

Wet Lab Area:

- ☐ Requires compressed air line.
- ☐ Water.
- ☐ Fume Hood.
- ☐ Network access.
- ☐ Air conditioning.
- ☐ Phone Access.
- ☐ Eye Wash Station

Shop Maintenance Area:

- ☐ Requires ventilation.
- ☐ Radiant heat.
- ☐ Overhead door for vehicular access.
- ☐ Central dust collection system.

- ☐ 2-220v AC access points.
- ☐ Phone line.
- ☐ Compressed air line.
- ☐ Air conditioning.
- ☐ Water.
- ☐ Floor drain.

Fish Storage Area (C):

- ☐ Requires phone line.
- ☐ 2-220v AC outlets.
- ☐ Compressed air line.
- ☐ Water access.
- ☐ Overhead door for vehicular access.

Law Enforcement Storage (E)

- ☐ Two overhead doors for vehicular access.
- ☐ Phone access.
- ☐ Compressed air line.
- ☐ Water Access.